



MANHATTAN
PUBLIC SCHOOLS

JAMES V. NOTARO, *Superintendent* ROBERT P. MOORE, *High School Principal*
ANN M. COWAN, *District Clerk* SCOTT R. SCHUMACHER, *Elementary Principal*

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Enter Here to Learn. Go Forth to Serve.

July 10, 2013

Dennis Parman
Deputy Superintendent of Public Instruction
P.O. Box 202501
Helena, Montana 59620-2501

Superintendent Parman,
Please find the enclosed request for a variance to standards for Manhattan High School. Manhattan High School is a longstanding member of Northwest Accreditation/Advanc-Ed and it is my hope that this request for alternative accreditation will be approved.

Thank you for your continued efforts for the students of Montana.

Sincerely,

Bob Moore
Principal
Manhattan High School

VARIANCE TO STANDARD APPLICATION for 10.55.601(3)

COUNTY: Gallatin

DISTRICT: Manhattan High School District 3

LIST THE SCHOOL OR MULTIPLE SCHOOLS THAT ARE REQUESTING THE VARIANCE(S): **Manhattan High School**

Why are you applying for this variance? How will this variance help the school meet the needs of its students?

Manhattan High School is regionally accredited through AdvancED/NWAC. To obtain this accreditation, the Manhattan High School District goes through a rigorous process that includes a self-assessment in relation to research based standards and indicators, student performance diagnostics, survey data from parents, teachers and students as well as an external review from an outside team of educators every 5 years. An extensive continuous education school improvement process is required from AdvancED indicators 1.3, 3.2, 3.4, 3.8, 3.11, 5.4, 5.5. A school district education profile is required from AdvancED indicators 5.1, 5.2, 3.2, 3.6. A description of strategies for assessing student progress is required from AdvancED indicators 3.2 and 5.1 and a professional development component is required from indicators 2.6, 3.3, 3.4 3.5 3.7, 3.11 and 5.3. A description of these indicators is attached. With the steps required through the AdvancED process, Manhattan High School meets and exceeds 10.55.601(3) therefore duplication of efforts is not needed. Due to the self-review and external review required, students will be benefited by vertically and horizontally aligned programs. This process promotes rigor, equity, student engagement and depth of application of knowledge. The school improvement plan requires identification of goals for improvement of achievement and instruction. Teachers participate in collaborative learning communities, and grading and reporting must be based on clear criteria for attainment of knowledge and skills. Finally Manhattan High School must demonstrate, using data, growth in student learning, student readiness for the next level, and student success at the next level.

- 1. Is this an initial application (2 years) or a Renewal application (3 years)? Initial application (2 years.)**
- 2. Is this for 1st semester implementation or 2nd semester implementation? Implementation will be both semesters of the 2013-14 school year**

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- 1. Standard(s) for which a variance is requested. 10.55.601 (3)**
 - 2. Describe the variance requested. Due to the rigorous nature of the AdvancED/NWAC accreditation process described above in question 1, the Manhattan High School District requests that it be allowed to use the AdvancED/NWAC process in replacement of 10.55.601**

- (3). We see this as a duplication of efforts as the AdvancED/NWAC standards are inclusive of or exceed the accreditation requirements of the state of Montana. In addition, the standards and indicators for AdvancEd/NWAC require school improvement processes that require instructional improvement goals developed in cohort with the entire school community.
3. Provide a brief statement of mission and objectives of this proposed variance. It is the mission of Manhattan High School to use this variance to promote rigor, equity, student engagement and depth of application of knowledge for our students. The objectives are as follows;
- Utilize a school improvement plan that requires identification of goals for improvement of achievement and instruction.
 - Utilize collaborative learning communities to increase teacher skills in grading and reporting that is based on clear criteria for attainment of knowledge and skills.
 - Continue to develop the use of data to promote growth in student learning, student readiness for the next level, and student success at the next level.
 - Develop a comprehensive student assessment system with local and standard assessments resulting in a range of data about student learning.
4. Variance to Standard: Outline how and why the proposed variance would be:
- a. Workable. The school has sufficient resources for this variance. An annual fee to AdvancED/NWAC is paid which provides all information needed for the standards and indicators, student performance diagnostics, surveys and survey results. The annual fee also includes the AdvancED Adaptive System of School Improvement Support Tools (ASSIST), a state-of-the-art system that allows schools to streamline and enhance their efforts to boost student. The school also has the opportunity to receive training at the annual AdvancED/NWAC School Improvement Conference.
 - b. Educationally sound. The AdvancED/NWAC standards and indicators are research based. The following is from the AdvancED website; "With over a century of work in schools and districts throughout the world, AdvancED collects and manages information that has the potential to revolutionize the way we think about continuous improvement and the factors that have the greatest promise for ensuring student success. For that reason, we have committed to an ambitious 5-year research agenda that will uncover the impact of accreditation on school improvement and student achievement. The objective is to provide the education community with research-based strategies, conditions, and behaviors that lead to transformative school improvement. A research team of academics and practitioners has already published two studies, *Learning from Accreditation* and *District Accreditation: Leveraging Change*. Dedicated to both school and system improvement, we are proud to be able to share our depth of knowledge with the greater educational community. As a knowledge leader in the area of education policy and practice, we know our research will not only be a catalyst for positive change, but will transform the way educators approach educational innovation and continuous improvement (AdvancED website <http://www.advanc-ed.org/school-improvement-research>).

- c. Designed to meet or exceed results under established standard. **As a result of our AdvancED/NWAC accreditation status, Manhattan High School engages in a rigorous process that includes a self-assessment in relation to research based standards and indicators, student performance diagnostics, survey data from parents, teachers and students as well as an external review from an outside team of educators every 5 years. An extensive continuous education school improvement process is required from AdvancED indicators 1.3, 3.2, 3.4, 3.8, 3.11, 5.4, 5.5. A school district education profile is required from AdvancED indicators 5.1, 5.2, 3.2, 3.6. A description of strategies for assessing student progress is required from AdvancED indicators 3.2 and 5.1 and a professional development component is required from indicators 2.6, 3.3, 3.4 3.5 3.7, 3.11 and 5.3. A description of these indicators is attached. With the process required through the AdvancED process, Manhattan High School meets and exceeds 10.55.601 therefore duplication of efforts is not needed.**
 - d. Where applicable, aligned with program standards under ARM 10.55.1101 through 10.55.1901. **Attached are all AdvancED Standards and Indicators that frame vertical and horizontal alignment for all program offerings required by the Montana Office of Public Instruction.**
5. List at least one specific measurable objective (s) that demonstrates that the proposed variance will meet or exceed the results under the current standard(s).

Manhattan Students will:

Improve reading ability as evidenced by the number of students scoring proficient or advanced on the Montana CRT and/or CCSS assessment with the objective of meeting or exceeding minimum annual yearly progress percentages.

Improve mathematical ability as evidenced by the number of students scoring proficient or advanced on the Montana CRT and/or CCSS assessment with the objective of meeting or exceeding minimum annual yearly progress percentages.

Improve writing ability as evidenced by the number of junior students scoring proficient (minimum 3.5) on the ACT writing sample

Improve science ability as evidenced by the number of students scoring proficient or advanced on the Montana CRT and/or CCSS assessment with the objective of meeting or exceeding minimum annual yearly progress percentages.

6. What data or evidence will be gathered to document progress toward meeting the measurable objective(s)? **AdvancED accreditation is an evidence based process that requires the collection and review of data as an indicator of school improvement goal effectiveness. Manhattan High School currently collects the following data in relation to the above objectives:**
- a. **Teacher classroom assessments**

- b. **Measures of Academic Progress (MAP) scores for low performing students. This program will be expanded to include all 10th grade students as the district prepares for implementation of the SmarterBalanced Common Core Standards assessment.**
 - c. **PSAT Scores for juniors and sophomores who elect to participate in the exam**
 - d. **ACT scores to include the ACT writing sample for juniors and seniors**
 - e. **SAT scores for students who elect to take the exam**
 - f. **ALEX mathematic test scores for Title I and Special Education students**
 - g. **Advance Placement test scores in AP Language and Composition, AP Literature and Composition, and AP Calculus students**
 - h. **Other enrollment and assessment data as deem appropriate by the school improvement committee.**
7. Please attach evidence through official minutes of the board of trustees that local school community stakeholders were involved in the consideration and development of the proposed variance to standards. Stakeholder groups include trustees, administrators, teachers, classified school staff, parents, community members and students as applicable. A district shall provide evidence it adopted its application for variance at an official, properly notice meeting of its board of trustees. **This development of this variance must include stakeholder input and must be formally adopted by your board of trustees.**

Adopted by the Manhattan School District Board of Trustees

July, 9, 2013

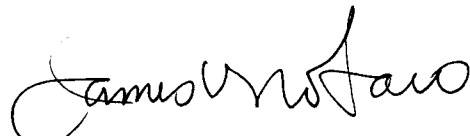
Signed,



Rob Brownell

Chairman

Manhattan Board of Trustees



James Notaro

Superintendent

Manhattan Board of Trustees



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Mail your signed form to:

Accreditation and Educator Preparation Division
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Board Chair Name: Rob Brownell
Board Chair Signature: [Signature] Date: 7/9/13
Superintendent Name: James V. Notaro
Superintendent Signature: JAMES V. NOTARO Date: 7/9/13

OPI USE ONLY

Superintendent of Public Instruction: [Signature] Date: 9/12/13
☒ Approve ☐ Disapprove

Board of Public Education Chair: [Signature] Date: 9/12/13
☒ Approve ☐ Disapprove



Denise Juneau, Superintendent • Montana Office of Public Instruction

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Manhattan Public Schools
School District Number 3
416 North Broadway – P.O. Box 425
Manhattan, Montana 59741-0425

TRUSTEES

_____ ROB BROWNELL (CHAIR)	DATE: JULY 9, 2013
_____ ED BRAINARD (VICE)	TIME: 7:30 P.M.
_____ DENNIS GRUE	PLACE: HIGH SCHOOL ACTIVITIES ROOM
_____ DAVE HEBNER	
_____ STEVE HEERSINK	
_____ BRAND ROBINSON	REGULAR/SPECIAL: REGULAR

AGENDA

- I. **MEETING CALLED TO ORDER**
- II. **RECOGNITION OF GUESTS**
- III. **PUBLIC COMMENT**
- IV. **APPROVE MINUTES OF PREVIOUS MEETING**
- V. **BOARD ACTION ITEMS**
 - A. **PERSONNEL**
 1. **EMPLOYMENT 2013-2014FY**
 - CLASSIFIED STAFF CONTRACT RENEWALS
 - MIKE LEACH - Head Boys Basketball coach
 - KEZIA PETERSON – OT
 2. **RESIGNATION**
 - BECKY KANE – Elementary teacher
 3. **SALARIES 2013-2014**
 - SUPERINTENDENT CONTRACT
 - DRIVER'S ED HOURLY WAGE
 - B. **EARLY GRADUATION REQUEST**
 - C. **APPROVE VARIANCE TO STANDARD ACCREDITATION APPLICATION – High School**
 - D. **LUNCH RATE INCREASE**
- VI. **BOARD INFORMATION ITEMS**
 - A. **CONSTRUCTION UPDATE**
 1. **KITCHEN REMODEL**
 2. **HIGH SCHOOL ROOF**
 3. **SUMMER PROJECTS**
 - B. **MONTANA HEALTHY SCHOOLS ASSESSMENT REPORT**
 - C. **BLUE RIBBON SCHOOL NOMINATION**
 - D. **BUS REPORT – ACTIVITIES BUS**
 - E. **AFTERSCHOOL PROGRAM**
 - F. **CONSENT AGENDA FORMAT – BP 1420**
 - G. **MTSBA POLICIES – 2ND READING**
 1. **UPDATED – BP 3121P; BP 3416; BP 3600P; BP 3600; BP5231; BP 5232; BP 7320; BP 3300; BP 3311; BP 8301**
 2. **NEW – BP 3123; BP 3415-3415P-3415F**
- VII. **PRINCIPALS' REPORTS**
- VIII. **SUPERINTENDENT'S REPORT**
 - A. **SUMMER SCHOOL – Aug. 5th-8th and 12th-15th**
 - B. **BUDGET REPORT 2012-2013FY**
 - C. **MTSBA NEGOTIATIONS/POLICY SYMPOSIUM – July 23 & 24, Helena**
 - D. **LEGAL ISSUES**
 - E. **OTHER**
- IX. **CORRESPONDENCE**
- X. **CLAIMS**
- XI. **ADJOURN**

REGULAR MEETING, JULY 9, 2013

The trustees of Manhattan School District No. 3, high school and elementary districts, met in regular session, July 9, 2013, at 7:30 p.m. in the High School Activities Room. Chairman Brownell called the meeting to order.

Members Present: Rob Brownell, Ed Brainard, Dennis Grue, Dave Hebner, Steve Heersink, and Brand Robinson.

Superintendent Jim Notaro, Principal Bob Moore, and Clerk Ann Heisler were present throughout the entire proceedings. Guests attending the meeting are on the list attached to these Minutes and made a part hereof.

PUBLIC COMMENT

Chairman Brownell recognized the visitors and asked for public comment on any non-agenda items. Dale McQueary addressed the Board concerning the hiring process for the Head Boys Basketball coaching position. He expressed his disappointment in not being recommended for the position and encouraged Board members to talk to him directly regarding any questions they may have. Les Oldenburger told the Board the difficulties of hiring a non-staff member as a Head coach and said that he would prefer the Board hire a Head coach that is currently on-staff.

MINUTES

Minutes of the previous meeting were approved as written.

BOARD ACTION ITEMS:

PERSONNEL

Brand Robinson made a motion to approve the classified staff contract renewals for the 2013-2014 school year as proposed. The motion was seconded by Steve Heersink and it carried with no dissenting votes. The approved list of classified staff contract renewals is attached to these Minutes and made a part hereof.

Steve Heersink moved to approve a coaching contract with Mike Leach as HS Head Boys Basketball coach for the 2013-2014 school year. Ed Brainard seconded the motion which carried with one dissenting vote (Hebner).

Dennis Grue made a motion to approve a Contract for Occupational Therapy Services with Kezia Peterson for the 2013-2014 school year. Steve Heersink seconded and it carried unanimously.

Steve Heersink moved to approve a resignation from Becky Kane as Elementary teacher for the 2013-2014 school year. The motion was seconded by Dave Hebner and it carried with no dissenting votes.

Steve Heersink made a motion to approve a Superintendent contract with Jim Notaro for the 2013-2014 school year as proposed. Ed Brainard seconded the motion which carried unanimously.

Ed Brainard moved to approve increasing the 2013-2014FY Driver's Education instructor hourly wage from \$22.12/hr to \$24.00/hr. The motion was seconded by Steve Heersink which carried with no dissenting votes.

EARLY GRADUATION REQUEST

Cameron Giorgianni made a request to the Board to graduate early at the end of the 1st semester (January 2014) of his senior year. Dave Hebner made a motion to approve the early graduation request pending Cameron meeting all of his graduation requirements. Ed Brainard seconded the motion and it carried unanimously.

APPROVE VARIANCE TO STANDARD ACCREDITATION APPLICATION

Due to the rigorous nature of the AdvancED/NWAC accreditation process, the Manhattan High School District is requesting that we be allowed to use the AdvancED/NWAC process in replacement of 10.55.601(3). Ed Brainard made a motion to approve the "Variance to Standard Accreditation Application for 10.55.601(3)" for the Manhattan High School beginning with the 2013-2014 school year. The motion was seconded by Brand Robinson and it carried with no dissenting votes. The Variance to Standard Accreditation Application is attached to these Minutes and made a part hereof.

LUNCH RATE INCREASE

Head cook Rhiannon Reardon reviewed the food programs that will be continuing for the 2013-2014 school year which include Grab & Go lunches and Breakfast in the Classroom. She mentioned that the nutritional guidelines will continue to be relaxed for next year. Superintendent Notaro reviewed our hot lunch meal prices and proposed an increase in the lunch rate as follows: K-6th grade from \$2.00/meal to \$2.15/meal; 7th-8th grade from \$2.25/meal to \$2.50/meal; 9th-12th grade from \$2.25/meal to \$2.75/meal; Adults from \$3.25/meal to \$3.50/meal. No increase in the breakfast meal rate (currently K-12th grade \$1.25/meal; Adults \$1.55/meal) is being recommended at this time. After discussion, Dennis Grue moved to approve the lunch rate increases as proposed. Ed Brainard seconded the motion, which carried unanimously.

BOARD INFORMATION ITEMS:

CONSTRUCTION UPDATE

The progress on the kitchen remodel project was discussed. Change order #3 in the amount of \$6,417 for the plumbing re-route was approved by the construction committee.

Superintendent Notaro told the Board that we recently had a roofer inspect our high school roof and it was their opinion that the high school roof has sustained hail and wind damage. Notaro will call our insurance company to initiate an inspection and possible claim.

Dan McGee from McKinstry made a presentation to the Board about his company's design and energy performance contracting services. His company would work with CTA Architects to identify possible energy saving projects for the school district. McKinstry would help with calculating the cost of the projects and the potential energy savings and then assist in writing grants to fund these projects. CTA is currently completing a Quality Schools Planning Grant application for the school district. The Planning Grant would be used for an energy audit and facility planning. If the school district is successful in receiving this grant, we will then be eligible to apply for a Quality Schools Construction Grant during the next phase.

Travis Oyler gave the Board an update on the summer projects currently being done around the school district.

MONTANA HEALTHY SCHOOLS ASSESSMENT REPORT

The school district received our Montana Healthy Schools Assessment report that was recently completed at our school. The assessment is designed by the Montana Department of Public Health and Human Services to ascertain the health of Montana schools in the areas of playground safety, laboratory chemical safety, and asthma controls. The assessment report is attached to these Minutes and made a part hereof.

BLUE RIBBON SCHOOL NOMINATION

We have not received notification yet on whether the Elementary School District received this award.

BUS REPORT – ACTIVITIES BUS

Harlow's Bus will be providing a coach bus that the school district will be using for our athletic and activity events. The Booster Club will be helping the school district pay the extra costs of using the coach bus for our events.

AFTERSCHOOL PROGRAM

Superintendent Notaro told the Board that the Afterschool Program for the 2013-2014 school year will be more academic based and offer some activities.

CONSENT AGENDA FORMAT – BP 1420

The Board reviewed policy 1420 which gives them the approval to use a consent agenda format if so desired. The Board will begin using a consent agenda at the next regular Board meeting.

MTSBA POLICIES – 2ND READING

The Board held a 2nd reading on the following updated and new policies: BP 3121P Enrollment and Attendance Records; BP 3416 Administering Medicines to Students; BP 3600P Maintenance of School Student Records; BP 3600 Student Records; BP 5231 Personnel Records; BP 5232 Abused and Neglected Child Reporting; BP 7320 Purchasing; BP 3300 Suspension and Expulsion; BP 3311 Firearms and Weapons; BP 8301 District Safety; BP 3123 Attendance Policy Procedure-Truancy; BP 3415-3415P-3415F Management of Sports Related Concussions.

PRINCIPALS' REPORTS

Principal Bob Moore told the Board that he is currently updating the high school student handbook and completing other summer duties.

SUPERINTENDENT'S REPORT

Superintendent Notaro gave a report to the Board on the following topics:


1. Summer school will be held on August 5th-8th and August 12th-15th for several special education students.
2. Final budget balances for the 2012-2013FY were reviewed.
3. The MTSBA Negotiations/Policy Symposium will be held on July 23rd & 24th in Helena. Trustees were encouraged to attend.
4. The County Transportation meeting will be held on July 22nd in Bozeman.
5. The Strategic Plan will be reviewed in September. Superintendent Notaro asked the Board to start looking at it for further discussion in September. Notaro mentioned that the school safety plan will be a top priority.

CORRESPONDENCE

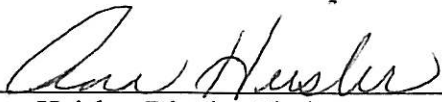
CLAIMS

Vouchered claims for the month of July, 2013, were examined and approved for payment.

No further business appearing before the Board, Chairman Brownell adjourned the meeting at 9:40 p.m.



Robert Brownell, Chairman

ATTEST: 

Ann Heisler, District Clerk

School Improvement Committee Minutes/Notes

March 20 and April 4 2013

1. Five Categories of School Improvement and Staff Members Assigned

Purpose and Direction - Kari Eliason & Todd Rosenberger

Teaching and Assessment - Todd Rosenberger & Marisa Stewart

Governance and Leadership - Pat Lynch & Bob Moore

Assessment and Data - Marisa Stewart & Todd Lucier

Resources and Support – Kari Eliason

2. Discussion of Resources

Advanc-ED provides free web-based assessments for

Staff

Student

Parents/Community

These assessments are compiled by Advanc-Ed and forwarded to the team. Assessments can be conducted at will and used after improvement efforts to help measure success rates.

3. Additional data needs of the committee

- a. Technology assessment
- b. Remediation rates from universities
- c. University remediation policies/tests
- d. Curriculum development and implementation schedules

4. Other Issues that need attention in the process

- a. Student motivation – going beyond minimum requirement
- b. Student deportment – emphasis on bullying
- c. Class size
 - i. Math – too large (may be addressed with 2013-14 staff change)
 - ii. Electives – too small (requirements and college prep precluding exploratory)
 1. 8 period day
 2. Inclusion of JH in 8 period day